

UNITED STATES BANKRUPTCY COURT  
FOR THE MIDDLE DISTRICT OF TENNESSEE

**Clerk's Notice Regarding  
Terms and Conditions for Credit Card Usage**

Effective September 12, 2005 the Clerk will accept credit cards as an authorized form of payment. Pursuant to ECF Procedure 5(g), the Clerk establishes the following as the terms and conditions for credit card usage:

1. Payment of filing or miscellaneous fees ("Fee(s)") by credit card is authorized for attorney filers only. Credit cards are not an authorized form of payment of Fees by registered Users, non-attorney Filers, or with respect to Conventional Filings, as defined in the ECF Procedures. Credit cards are accepted for online payments only.
2. Attorney filers may elect to pay Fees **in full by credit card online** at the time each document requiring a Fee is filed. If the attorney elects to pay by credit card, the full Fee due for the filing will be posted to the attorney's Internet Fees due account no later than close of business the next business day following the filing. The attorney must pay the Fee online within two days after the Fee is posted.
3. The Clerk cannot refund charges to a credit card when the attorney erroneously elects to pay the Fee by credit card at the time of filing.
4. Accepted credit cards are VISA, MasterCard, American Express, and Discover Card. Credit cards from other issuers may be added to the list from time to time.
5. Failure to promptly pay Fees will result in suspension or revocation of credit card use and/or ECF use.
6. Documents filed using the incorrect docket dictionary event so that a Fee is not charged when a document requiring a Fee is attached to the event will be charged the Fee. Such Fees are not eligible for payment by credit card. For example, Generic Application is selected to file a Motion for Relief from Stay. No Fee information will be generated from this docket event. However, the Clerk will charge the Fee and note that the Fee is due in ECF. This Fee is not payable by credit card.
7. Likewise, when an event with a Fee is selected but it is not the correct Fee event, the Clerk will correct the Fee amount. The Fee actually due is not eligible for payment by credit card even though credit card payment was elected at the time the event was filed.
8. The credit card payment system is accessible through ECF but is not part of the ECF system. Payments are cleared through the U.S. Treasury and Bank of America. The Clerk is not able to correct payments charged to the wrong credit card account.

Dated: August 15, 2005

/s/ Lloyd C. Ray, Jr.  
LLOYD C. RAY, JR., CLERK

